

Administrative - Internal Use Only

11 NOV 1976

MEMORANDUM FOR: Secretary, Executive Advisory Group

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Schedule of Follow-up Actions to 20 October 1976
EAG Meeting

1. Mr. Knoche directed the Office of Personnel to undertake a number of actions as a result of the discussion on 20 October 1976 of the paper entitled, "Management and Employee Concerns Relating to Personnel Policies and Procedures." At the meeting, it was suggested that the staff work be completed according to a schedule of deadlines staggered through December.

2. I present for your consideration the working schedule that we have developed; the deadlines specified are those for distribution of the staff actions to the DDA:

a. EAG review of nomination to key operating positions. Identify small number of positions for this review and develop procedures.

Deadline: 26 November

Action taken to date: A draft memo has been circulated to the Deputies requesting their assistance in identifying those positions appropriate for EAG review with respect to selection and development of officials and in the development of procedures to be followed within the EAG in these respects.

b. Consistent separation policy. Prepare regulations incorporating points made at the 20 October meeting.

Deadline: 22 December

Action taken to date: A revised set of regulations has been prepared for discussion purposes within OP and with the OGC.

~~Administrative - Internal Use Only~~

- c. Structured rotation policy. No policy change at this time.

Deadline: 26 November

Action to be taken: A briefing paper is to be prepared for Mr. Knoche's use.

- d. Promotion policy. Prepare guidance.

Deadline: 17 December

Action to be taken: A guidance is to be prepared: a key input will be a set of guidelines prepared earlier for PASG implementation which will be modified and updated to include the points discussed on 20 October.

- e. EEO improvement. Being implemented. No new action required.

f. Establish proper personnel mix among components. The personnel inventory study is about to be launched by O/Comp with a deadline of 30 November for component responses.

- g. Improved initial assignments and orientation. Rate supervisors.

Deadline: 3 December

Action to be taken: OP is to elaborate on its proposal that supervisors be rated on their performance in handling initial assignments of employees.

F. W. M. Janney

Distribution:

Orig - Adse
10 - Other EAG members
1 - DD/A
2 - D/Pers
1 - OP/PS

OP/P&C/PS (10 Nov 1976)

STAT

~~Administrative - Internal Use Only~~